

PPM 452 SELECTION OF SERVICES

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Purpose

This chapter outlines the requirements for services that VR can and cannot provide when helping a consumer achieve his or her employment goals. Vocational Rehabilitation services are provided on an individualized basis, to meet the vocational rehabilitation needs of each consumer. Exceptions to VR agency policies regarding the nature and scope of the services permitted and the conditions for service provision, together with limitations upon the duration and cost of such services, may be granted by the Director of the Bureau of Rehabilitation Services (BRS). The Director has authority to grant or deny all requests for exceptions to the extent that requests are determined to be appropriate and necessary to the vocational rehabilitation of the consumer and consistent with law.

¹ Policy and Procedure Manual Indiana Vocational Rehabilitation Services • Division of Disability and Rehabilitative Services Indiana Family and Social Services Administration

Policies and Procedures

452.01 Allowable VR Services for Consumers

The Counselor who signs the IPE must assure that the IPE and each plan amendment provides for the consumer's vocational rehabilitation needs. The IPE and each amendment must include the following services, as relevant to each consumer:

1. VR counseling and guidance.
2. Information and referral services for CAP, federal and state programs, and other component programs of the statewide workforce investment system.
3. Physical and mental restoration services (see PPM 520).
4. Postsecondary academic and vocational training (see PPM 602).
5. Assistive technology services and devices.
6. VR support services, including:
 - a. Program maintenance (see PPM 581)
 - b. Program transportation (see PPM 582)
 - c. Personal assistance services, like interpreting (see PPM 584), assisted communication, attendant services, reader services, and note-taking services.
 - d. Services to family members (see PPM 583)

7. Rehabilitation teaching services, orientation and mobility training services, and Randolph-Sheppard vending facility training and placement services for blind consumers.

8. Supported employment services.

9. Transition services.

10. Services for consumers establishing self-employment, including small business enterprise consultation, technical assistance services, and assistance in obtaining self-employment and business licenses and permits, tools and equipment, and initial stocks and supplies

11. Assistance in obtaining occupational licenses, tools, and equipment.

12. Job-related services, including job development, search, placement assistance, retention, and follow-up and follow-along services.

13. Post-employment services.

14. Other goods and services necessary for the consumer to achieve the planned employment outcome.

452.02 Requirements for Services Selection

Informed choice. All VR services must be consistent with the consumer's needs, strengths, resources, priorities, concerns, abilities, capabilities, interests and informed choice.

Vocational relevance and necessity. The IPE must specify only VR services that are vocationally relevant or necessary (see PPM 600.02). To

qualify as vocationally relevant or necessary, a service must be required for the consumer to achieve the planned employment outcome.

Adherence to specific policies. The Counselor must follow policies and practices specific to each particular service and any conditions of the IPE. (VR may authorize a service not specified in the IPE on an emergency basis, but only if service delay would jeopardize job placement. See PPM 450.09 for further requirements.)

Authority for service provision decisions. The Counselor must pre-approve all VR services (see PPM 600). If a consumer incurs costs for services that were not pre-approved by the Counselor, VR will not reimburse or pay for those costs. Only the Counselor and other qualified VR staff have final authority for expenditure of VR funds through approval of the IPE.

452.03 Prohibited Services

The IPE cannot include any of the following items nor can VR funds be authorized to purchase or pay for them for any consumer:

1. Any portion of land.
2. Construction, remodeling, or renovation of any structure, except necessary disability-related modifications. (See PPM 591.)
3. Any residential costs, including mortgage or rental payments, insurance, utility payments, home improvements, or maintenance and repairs.

4. Any motor vehicle requiring a title, whether for personal or business use, or any costs of vehicle ownership and operation.
5. Firearms or ammunition, alcohol or gambling, or adult entertainment.
6. Life, medical, dental, or vision insurance.
7. Abortion, contraceptives, euthanasia, or assisted suicide services.
8. Ongoing health maintenance services or medical treatments of accidental injuries, acute illnesses, or malpractice—unless the injury or illness is caused by another VR service.
9. Legal representation or court costs for any civil or criminal proceeding, including legal representation for mediation or appeal proceedings (see PPM 320).
10. General or preventive maintenance or repair required for normal care of any existing medical or assistive technology device or equipment.
(Note: VR may pay for non-routine repairs required either for job retention or to participate in VR services identified in the IPE.)
11. Replacement of any existing medical or assistive technology device or equipment. VR may replace devices or equipment only if required by changes in the consumer's disability or conditions of employment, if required for job retention when there is evidence of a threat of job loss, or if required for the consumer to participate in services identified in the IPE.
12. Back-up or duplicate tools, equipment, or supplies (e.g., hearing aid and wheelchair batteries, wheelchair tires, or stump socks).

13. Cost of goods or services provided by available comparable services for which the consumer qualifies, such as health insurance or other comparable benefits.

14. Additional costs incurred solely because of the consumer's choice of services, service providers, or method of service provision, if the same services would be less costly if provided by another source.

Authority: Federal regulations 34 CFR 76.533; (cf. 34 CFR 80.3, "Real property" and 361.4(a)(2) and (5)); 34 CFR §§361.5(b)(6), (7), (8), (10), (15), (16), (19), (21), (32), (33), (35), (39), (40), (42), (53), (54), (55), and (57); 361.13(c); 361.45; 361.46; 361.47; 361.48; 361.50; 361.51; 361.52; 361.53; and 361.54.